

## **STUDENT AFFAIRS OP 91.178: Policy on University Scholarship Programs and Procedures**

**Date: February 14, 2013**

### Purpose

To provide guidelines and regulations governing scholarship programs, award processing, and renewal criteria of scholarship awards at Mississippi State University.

### Policy

Scholarships are administered by three groups: The Executive Enrollment Management Council determines scholarship programs; The Scholarship Awards Committee administers scholarship programs; and The Scholarship Appeals Committee administers the scholarship appeals process.

### Procedure

#### **1. Scholarship Programs**

- The Enrollment Executive Management Council meets annually to review the E&G budget and enrollment and institutional goals in order to develop and approve scholarship programs and committee award guidelines.
- Programs may include but are not limited to the following categories:
  - a) Competitive scholarships for entering freshmen (Academic Excellence, Distinguished Scholars, Non-Resident Tuition, National Merit/Achievement)
  - b) Scholarships for community college transfers (Phi Theta Kappa, Community College Recognition, Non-Resident Tuition)
  - c) Leadership and Service Scholarships (Eagle Scout, Gold Award, STAR Student, Student Body President, Key Club, Anchor Club, National Service)
  - d) Athletic and Talent Scholarships (band, choir, spirit groups)
  - e) Child of Alumni Non-Resident Waiver
- Committee award guidelines are based on numerous criteria which may include academic merit, leadership and service, athletic and talent, and residency.

#### **2. Award Process**

- Students must be admitted to the University and in most cases have completed a scholarship resume/application to be considered for review.
- Competitive, community college transfer, and leadership and service awards are determined by committee review at the university, college, and departmental levels which may include a review of competitive test scores, transferable hours, high school or transfer GPA, and excellent leadership and service activities as reflected in a student's online scholarship resume.
- Athletic and talent scholarship awards are determined by a committee review which may include a performance audition or portfolio showing.
- Child of Alumni Non-Resident Waivers is determined by residency and legacy status.

#### **3. Renewal Criteria and Appeals Process**

- Scholarship renewal criteria vary from program to program depending on scholarship objectives (Academic, Leadership and Service, Athletic and Talent, and Alumni Non-Resident Waivers).

- Where applicable, at the end of each fall semester, warning letters are issued to students who are at risk of losing their scholarship(s).
- At the end of the spring semester, students who fail to meet renewal criteria are issued non-renewal scholarship letters.
- All students have the right to appeal their scholarship status. Appeals of loss of out-of-state waiver/scholarship may be made on the basis of mitigating circumstances. Mitigating circumstances must be documented in the appeal for reinstatement of the out-of-state waiver/ scholarship. Mitigating circumstances are those that have an effect upon the student's academic performance, were substantially beyond the control of the student, and whose occurrence would not likely be repeated.
- Illness or injuries of the student or death in the student's immediate family are examples of situations which could be mitigating circumstances. Mitigating circumstances must be documented in the appeal for reinstatement of the scholarship/waiver.
- There is no circumstance that automatically qualifies a student for reinstatement of waiver/scholarships eligibility.
- Students must obtain the appeals form from the Office of Admissions & Scholarships and submit completed forms no later than June 30.
- The Scholarship Appeals Committee will review all scholarship appeals and render decisions no later than August 1<sup>st</sup> of each year.
- Students will be notified by letter and email of appeal decisions prior to the start of each fall semester.

#### Review

The [Vice President for Student Affairs](#) is responsible for the review of this operating policy every four years or as needed.

**DIVISION OF STUDENT AFFAIRS  
OPERATING POLICIES AND PROCEDURES**

**Student Affairs OP 91.178: Policy on University Scholarship Programs and Procedures**

**REVIEWED BY:**

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Vice President for Student Affairs

3/26/13  
Date

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Internal Auditor

4/08/13  
Date

/s/ Joan L. Lucas  
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4/30/13  
Date

**APPROVED BY:**

/s/ Mark Keenum  
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05/23/13  
Date